



Chino Hills · Diamond Bar · Industry

**TRES HERMANOS CONSERVATION AUTHORITY
BOARD OF DIRECTORS MEETING**

**WEDNESDAY, SEPTEMBER 13, 2023, AGENDA
6:00 P.M.**

**CITY OF CHINO HILLS - COUNCIL CHAMBERS
14000 CITY CENTER DRIVE
CHINO HILLS, CALIFORNIA**

**BOARD DIRECTORS
CHAIR, STAN LIU
VICE-CHAIR, PETER ROGERS
DIRECTOR, ANDREW CHOU
DIRECTOR, CATHY MARCUCCI
DIRECTOR, RAY MARQUEZ
DIRECTOR, CORY MOSS
DIRECTOR, MARK RADECKI**

This agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action shall be taken on any item not appearing on the agenda unless the Board of Directors makes a determination that an emergency exists or that a need to take immediate action on the item came to the attention of the City subsequent to the posting of the agenda. The Secretary of the Board has on file copies of written documentation relating to each item of business on this Agenda available for public inspection in the Office of the Chino Hills City Clerk, in the public binder located at the entrance to the Council Chambers while the meeting is in session, and on the Authority's website at www.treshermanos.org. Materials related to an item on this Agenda submitted to the Directors after distribution of the agenda packet are available for public inspection in the Office of the Chino Hills City Clerk at 14000 City Center Drive, Chino Hills, CA during normal business hours.

Speaker Cards - Those persons wishing to address the Directors on any matter, whether or not it appears on the agenda, are requested to complete and submit to the Authority Secretary a "Request to Speak" card available at the entrance to the City Council Chambers. In accordance with the Public Records Act, any information you provide on this form is available to the public. **You are not required to provide personal information in order to speak, except to the extent necessary for the Secretary of the Board to call upon you.** Comments will be limited to five minutes per speaker.

Emails and documents submitted will be considered a public document subject to posting on the City's website and are subject to the Public Records Act.

In compliance with the Americans with Disabilities Act, if you require special assistance to participate in the Board meeting, please contact the Authority Secretary, (909) 364-2620, at least 48 hours prior to the meeting to enable the Authority to make reasonable arrangements. [Click here](#) to view the Reasonable Accommodations Policy for The Tres Hermanos Conservation Authority Brown Act Meetings or contact the City Clerk's office to obtain a copy.

PLEASE SILENCE ALL ELECTRONIC DEVICES WHILE BOARD IS IN SESSION. Thank you.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE

ROLL CALL

1. **PUBLIC COMMENTS:** At this time members of the public may address the Authority regarding any items within the subject matter jurisdiction of the Authority provided NO action or discussion may be taken on any item not appearing on the agenda, except the Authority may BRIEFLY respond to statements made or questions posed. **Comments are limited to five minutes per Speaker.**

CONSENT CALENDAR:

2. Approve July 12, 2023 Regular Meeting Minutes
3. Receive and file Payment Registers for months ended June 30, and July 31, 2023
4. Receive and file Treasurer's Reports for months ended June 30, and July 31, 2023

OLD BUSINESS:

5. Discuss and provide updates on public access tour of Tres Hermanos Ranch

NEW BUSINESS:

There is none.

AUTHORITY DIRECTOR COMMENTS:

ADJOURNMENT: The next regular Tres Hermanos Conservation Authority meeting will be Wednesday, November 8, 2023 at 6:00 p.m.

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REGULAR BOARD OF DIRECTORS MEETING MINUTES
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Date:
09-13-2023
Item No.: 02

CALL TO ORDER

The Regular Meeting of the Tres Hermanos Conservation Authority was called to order by Vice-Chair Rogers at 6:06 p.m. in the City of Chino Hills Council Chambers, City Hall.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance was led by Authority Secretary Balz.

ROLL CALL:

Directors in attendance: Peter Rogers, Vice-Chair
Andrew Chou, Director
Ray Marquez, Director
Cory Moss, Director
Mark Radecki, Director

Directors absent: Stan Liu, Chair
Cathy Marcucci, Director

Staff in attendance: Dan Fox, Administrative Director
Tracy Egoscue, Authority General Counsel
Christa Buhagiar, Treasurer
Cheryl Balz, Authority Secretary
Jessica Contreras, Deputy City Clerk II

Staff absent: Benjamin Montgomery, Executive Director
Joshua Nelson, Deputy Executive Director

1. PUBLIC COMMENTS: There were none.

CONSENT CALENDAR:

2. MINUTES OF JUNE 14, 2023, REGULAR MEETING

RECOMMENDED ACTION: THAT THE AUTHORITY APPROVE THE JUNE 14, 2023, REGULAR TRES HERMANOS CONSERVATION AUTHORITY MEETING MINUTES.

TRES HERMANOS CONSERVATION AUTHORITY
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3. PAYMENT REGISTER

RECOMMENDED ACTION: THAT THE AUTHORITY RECEIVE AND FILE THE PAYMENT REGISTERS FOR THE MONTH ENDED MAY 31, 2023.

4. TREASURER'S REPORT

RECOMMENDED ACTION: THAT THE AUTHORITY RECEIVE AND FILE THE TREASURER'S REPORTS FOR THE MONTH ENDED MAY 31, 2023

A motion was made by Director Marquez and seconded by Director Radecki to approve the Consent Calendar as presented.

Motion carried by electronic vote 5-0-2 as follows:

AYES:	DIRECTORS:	CHOU, MARQUEZ, MOSS, RADECKI, VICE-CHAIR ROGERS
NOES:	DIRECTORS:	NONE
ABSENT:	DIRECTORS:	CHAIR LIU, MARCUCCI
ABSTAIN:	DIRECTORS:	NONE

OLD BUSINESS:

5. TRES HERMANOS RANCH PUBLIC ACCESS TOUR

RECOMMENDED ACTION: THAT THE AUTHORITY AUTHORIZE TRES HERMANOS CONSERVATION AUTHORITY STAFF TO CONDUCT PUBLIC ACCESS TOURS OF THE TRES HERMANOS RANCH.

Administrative Director Fox briefed the Board on the staff report, which is on file at the City of Chino Hills City Clerk's office. He stated that the tour of Tres Hermanos Ranch is tentatively scheduled for September 23, 2023, from 9:00 a.m. to 2:00 p.m. Four 25 participant tours will be offered to accommodate 100 total participants starting at the Diamond Bar Center on Grand Avenue with participants boarding one of two 25 passenger shuttles that will leave hourly at 9:00, 10:00 and 11:00 a.m., and 12:00 p.m. Stops will focus on the southern portion of the property and will include stops at the Arnold Reservoir, residence/barn, and Majestic Oak. Docents will be at each of the stops with information and to answer questions. Advance registration is required through the Authority's website and is on a first-come, first served basis. Registration is anticipated to be open in early September, likely after the Labor Day holiday. Liability and indemnification waivers will be required and those under 18 years of age will need to be accompanied by a parent or legal guardian. Reasonable

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accommodations will not be made under the American with Disabilities Act due to transportation limitations and tour occurring on a working ranch in a natural and unimproved setting without improvements, sidewalks, paths, and other amenities. Lastly, the tour is budgeted to cost approximately \$5,000, with \$3,000 to provide two shuttles and the rest for commemorative giveaways and miscellaneous items.

Discussion ensued on possible volunteer opportunities from Parks and Recreation Commissioners and part-time Recreation staff.

Vice-Chair Rogers inquired if local historian Paul Spitzzeri has been contacted for the tour and recommended reaching out to Dan Hostetler, retired Cal Poly Pomona Professor with specialty in agricultural education. Administrative Director Fox responded affirmatively and stated that he will reach out to Mr. Hostetler to check on availability and interest.

Director Marquez inquired on the location of cattle on the northside of the property and stated that proper coordination will need to occur with the Ranchers.

Director Chou asked if the reservation process will allow for each City to obtain equal reservations. Administrative Director Fox responded that all reservations will be made through the Authority's website which will include the waiver and will ask for the preferred tour time but we are unable to distinguish or limit by cities since it is open to the public on a first come and first served basis. Reservations are limited to one reservation per person.

Director Marquez asked to make sure water is available on shuttles during days with hot weather.

Jim Gallagher, resident, expressed his excitement for the tours and asked what goals and outcomes the Authority hopes to achieve as a result of the tours. Directors responded that they are hoping to provide education for the community and are wanting to respond to the community as they have been asking for an opportunity to tour the property even if it is on a small scale at this time.

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Following discussion, a motion was made by Director Moss and seconded by Director Marquez to authorize Tres Hermanos Conservation Authority staff to conduct a public access tour of the Tres Hermanos Ranch. Motion carried by electronic vote 5-0-2 as follows:

AYES:	DIRECTORS:	CHOU, MARQUEZ, MOSS, RADECKI, VICE-CHAIR ROGERS
NOES:	DIRECTORS:	NONE
ABSENT:	DIRECTORS:	CHAIR LIU, MARCUCCI
ABSTAIN:	DIRECTORS:	NONE

Director Marquez left the meeting at 6:20 p.m.

NEW BUSINESS: There was none.

AUTHORITY STAFF AND AUTHORITY DIRECTOR COMMENTS: There were none.

ADJOURNMENT: There being no further business, Vice-Chair Rogers adjourned the Tres Hermanos Conservation Authority Regular Meeting at 6:22 p.m.

STAN LIU
CHAIR

CHERYL BALZ
AUTHORITY SECRETARY



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Date: September 13, 2023
To: Chair and Board of Directors
From: Benjamin Montgomery, Executive Director
Subject: Payment Register

Recommendation:

Receive and file the payment registers for the months ended June 30, 2023, and July 31, 2023.

Background/Analysis:

Pursuant to the Amended and Restated Tres Hermanos Conservation Authority Joint Powers Agreement Section 5.2 Disbursements, the warrants and wire transfers of the Authority should be periodically reviewed by the Board.

Attached for your review are the payment registers for the months ended June 30, 2023, and July 31, 2023. These payments may include the following types: automatic clearing house (ACH), electronic funds transfer (EFT), and paper check. ACH payments have a five-digit number starting with a "2", EFT payments have a five-digit number starting with a "1", and paper checks have a four-digit number.

Respectfully Submitted,

Recommended By:


Benjamin Montgomery
Executive Director


Christa Buhagiar
Treasurer

Attachments Payment Register - June 2023
Payment Register - July 2023

Tres Hermanos Conservation Authority

Payment Register

From 6/1/2023 to 6/30/2023

#	DATE	VENDOR NAME	CONTRACT/ PO#	DESCRIPTION	RETENTION	INVOICE AMT
5188	6/14/2023	EGOSCUE LAW GROUP, INC.	THCA19-004	EGOSCUE/LEGAL/MAY23		\$87.50
TOTAL						\$87.50
5189	6/14/2023	INDUSTRY SECURITY SERVICES, INC.		INDSTR/SECURITY SRVCS/MAY23		\$3,805.52
TOTAL						\$3,805.52
5190	6/14/2023	JANUS PEST MANAGEMENT, INC.	THCA22-006	JANUS/PEST/MAY23		\$210.00
TOTAL						\$210.00
20005	6/9/2023	CITIZENS BUSINESS BANK (THCA CREDIT CARD)		THCA CREDIT CARD PURCHASE		\$16.26
TOTAL						\$16.26
TOTAL						\$4,119.28

Note: The payments above may include the following types: automatic clearing house (ACH), electronic funds transfer (EFT), and paper check. ACH payments have a five-digit number starting with a "2", EFT payments have a five-digit number starting with a "1", and paper checks have a four-digit number.

Tres Hermanos Conservation Authority

Payment Register

From 7/1/2023 to 7/31/2023

#	DATE	VENDOR NAME	CONTRACT/ PO#	DESCRIPTION	RETENTION	INVOICE AMT
5191	7/5/2023	CITY OF CHINO HILLS		CH/WATER/05/16/23-06/16/23		\$212.74
TOTAL						\$212.74
5192	7/12/2023	GARCIA'S FENCE CORP.		GARCIA'S FENCE/FENCE REPAIR/JUN23		\$5,382.00
TOTAL						\$5,382.00
5193	7/12/2023	GARCIA'S FENCE CORP.		GARCIA'S FENCE/FENCE REPAIR/MAY23		\$985.00
TOTAL						\$985.00
5194	7/19/2023	C & C ENGINEERING, INC.	THCA20-002	CNC/SITE INSPECT/MAY23		\$5,418.75
TOTAL						\$5,418.75
5195	7/19/2023	INDUSTRY SECURITY SERVICES, INC.		INDSTY/SECURITY SRVCS/JUN23		\$3,612.00
TOTAL						\$3,612.00
TOTAL						\$15,610.49

Note: The payments above may include the following types: automatic clearing house (ACH), electronic funds transfer (EFT), and paper check. ACH payments have a five-digit number starting with a "2", EFT payments have a five-digit number starting with a "1", and paper checks have a four-digit number.



Chino Hills · Diamond Bar · Industry

Date: September 13, 2023
To: Chair and Board of Directors
From: Benjamin Montgomery, Executive Director
Subject: Treasurer's Reports

Recommendation:

That the Authority receive and file the Treasurer's Reports for the months ended June 30, 2023, and July 31, 2023.

Background/Analysis:

Pursuant to the Amended and Restated Tres Hermanos Conservation Authority Joint Powers Agreement Section 5.3 Accounts, the Treasurer must verify and report in writing, at least quarterly, the amount of money held for the Authority and the amount of interest earnings, revenues, and expenditures since the last report.

Attached for your information are the Treasurer's Reports for the months ended June 30, 2023, and July 31, 2023.

Respectfully Submitted,

Recommended By:

Benjamin Montgomery
Executive Director

Christa Buhagiar
Treasurer

Attachments Treasurer's Report - June 2023
Treasurer's Report - July 2023

**Tres Hermanos Conservation Authority
Treasurer's Report
For the Month Ended June 30, 2023**

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 47,823	\$ 47,823	0.02%	n/a	29.85%
LAIF Account	114,120	112,389	3.17%	n/a	70.15%
Total Investment Portfolio	\$ 161,943	\$ 160,212			100.00%

Blended Yield of Cash and Investments	2.23%
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Benchmarks:	
LAIF	3.17%
6mo U.S. Treasury	5.47%
2yr U.S. Treasury	4.87%
5yr U.S. Treasury	4.13%

I hereby certify that the investments are in compliance with the investment policy adopted by the the Board of Directors. The investment portfolio provides sufficient funds to meet the budgeted expenditures over the next six months. This report meets the requirements of Government Code Section 53646.



Christina Buhagiar
Treasurer

Tres Hermanos Conservation Authority
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Month Ended June 30, 2023

	Budget 2022/23	June 2023	Fiscal Year To Date 2022/23	% of Budget Used
Revenues:				
Interest Income	\$ -	\$ 1	\$ 2,270	-
Fair Market Value Adjustment	-	-	1,951	-
Rental Income	13,743	1,072	14,445	105%
Reimbursements	4,920	451	3,346	68%
Contributions from Member Agencies	326,636	-	326,636	100%
Total Revenues	345,299	1,524	348,648	101%
Expenditures:				
Contractual Services	248,723	210	142,674	57%
Bank Charges	180	1	45	25%
Audit Services	2,040	-	2,040	100%
Legal Services	6,167	87	3,850	62%
Security Services	45,000	3,806	40,603	90%
Professional Services	14,613	-	6,000	41%
Liability Insurance	19,076	-	19,076	100%
Office Supplies	1,519	16	76	5%
Water	4,920	-	3,134	64%
Permits & Fees	6,493	-	6,443	99%
Total Expenditures	348,731	4,120	223,941	64%
Excess of Revenues Over/(Under) Expenditures	<u>\$ (3,432)</u>	<u>\$ (2,596)</u>	<u>\$ 124,707</u>	
Fund Balances:				
Beginning of Fiscal Year			\$ 38,307	
Excess of Revenues Over/(Under) Expenditures			124,707	
As of June 30, 2023			<u><u>\$ 163,014</u></u>	A
Fund Balances by City:				
Chino Hills			\$ 54,843	
Diamond Bar			49,948	
Industry			58,223	
Total Fund Balances by City			<u><u>\$ 163,014</u></u>	

A The ending fund balance in the amount of \$163,014 differs from the bank balance of \$161,943. The \$1,071 difference is the accounts receivable remaining on the tenants' accounts.

**Tres Hermanos Conservation Authority
Treasurer's Report
For the Month Ended July 31, 2023**

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
Cash and Cash Equivalents					
Citizens Business Bank - Premium Money Market	\$ 42,517	\$ 42,517	0.02%	n/a	27.29%
LAIF Account	115,016	113,271	3.30%	n/a	72.71%
Total Investment Portfolio	\$ 157,533	\$ 155,788			100.00%

Blended Yield of Cash and Investments	2.40%
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Benchmarks:	
LAIF	3.30%
6mo U.S. Treasury	5.53%
2yr U.S. Treasury	4.88%
5yr U.S. Treasury	4.18%

I hereby certify that the investments are in compliance with the investment policy adopted by the the Board of Directors. The investment portfolio provides sufficient funds to meet the budgeted expenditures over the next six months. This report meets the requirements of Government Code Section 53646.


 Christina Buhagiar
 Treasurer

Tres Hermanos Conservation Authority
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Month Ended July 31, 2023

	Budget 2023/24	July 2023	Fiscal Year To Date 2023/24	% of Budget Used
Revenues:				
Interest Income	\$ -	\$ 1	\$ 1	-
Fair Market Value Adjustment	-	1,731	1,731	-
Rental Income	15,474	4,246	4,246	27%
Reimbursements	85,293	40	40	0%
Contributions from Member Agencies	270,990	270,990	270,990	100%
Total Revenues	371,757	277,008	277,008	75%
Expenditures:				
Contractual Services	261,000	-	-	0%
Bank Charges	300	-	-	0%
Audit Services	2,082	-	-	0%
Legal Services	7,101	-	-	0%
Security Services	48,561	-	-	0%
Professional Services	15,000	-	-	0%
Liability Insurance	21,000	1,823	1,823	9%
Office Supplies	342	-	-	0%
Water	5,301	-	-	0%
Permits & Fees	5,775	-	-	0%
Total Expenditures	366,462	1,823	1,823	0%
Excess of Revenues Over/(Under) Expenditures	<u>\$ 5,295</u>	<u>\$ 275,185</u>	<u>\$ 275,185</u>	
Fund Balances:				
Estimated Beginning of Fiscal Year *			\$ 97,398	
Excess of Revenues Over/(Under) Expenditures			275,185	
Estimated as of July 31, 2023			<u><u>\$ 372,583</u></u>	A
Estimated Fund Balances by City:				
Chino Hills			\$ 124,699	
Diamond Bar			119,805	
Industry			128,079	
Estimated Total Fund Balances by City			<u><u>\$ 372,583</u></u>	

A The ending fund balance in the amount of \$372,583 differs from the bank balance of \$157,533. The \$215,050 difference is the net of \$181,846 deposit in transit; \$93,228 in accounts receivable; (\$50,993) in accounts payable; and (\$9,031) in outstanding checks.

* The Estimated Beginning Fiscal Year Fund Balance will continue to fluctuate until the FY 2022-23 audit is finalized at the end of January 2024.



Chino Hills · Diamond Bar · Industry

Date: September 13, 2023

To: Chair and Board of Directors

From: Benjamin Montgomery, Executive Director

Subject: Public Access Tour of Tres Hermanos Ranch Update

Recommendation:

Discuss and provide updates on the public access tour of Tres Hermanos Ranch.

Background/Analysis:

At the July 12, 2023, Tres Hermanos Conservation Authority (Authority) Board Meeting, the Board directed staff to develop a free public tour of the Tres Hermanos Ranch (Ranch) on September 23, 2023. The Ranch Tour will consist of four chaperoned tours, via 26-person shuttle-buses, to accommodate a total of 104 participants.

The Ranch Tours will originate at the Diamond Bar Center and last approximately 1.5 hours. Passengers will board 26 passenger shuttles leaving hourly at 9:00 a.m., 10:00 a.m., 11:00 a.m., and 12:00 p.m. Tours will include stops at the Arnold Reservoir, residence/barn, and Majestic Oak where docents will provide information about Authority, the history of the property, and plant and wildlife on the property. There will also be an opportunity for visitors to take pictures. Staff from the cities of Chino Hills, Diamond Bar, and the City of Industry have been working together to finalize the event program which includes securing transportation, arranging event docents with expertise relevant to the property, and developing event participant registration procedures.

On September 5, 2023, the online portal became available to the public for event registration through the Tres Hermanos Conservation Authority's website. Due to the overwhelming interest in the tour, there was a temporary disruption to the online registration process. Despite the disruption, the 104 available spots were filled through the online registration system within a few minutes of the registration form becoming available.

We received numerous event registration requests via email and phone calls subsequent to the closure of the website registration portal. There are approximately 400 individuals on the waitlist and waitlisted individuals will be placed on the event roster if space becomes available on a first come first serve basis established by the timing of their request.

Fiscal Impact:

The Authority's Fiscal Year 2023-24 budget does not include specific funding (giveaways, registration modifications, displays, brochures, trash containers, and refreshments for staff and participants) for the proposed event. However, sufficient funding exists in other program areas for the budget to absorb the proposed expenses, therefore, a budget amendment is not requested at this time. Authority staff will evaluate if a budget amendment is needed to cover these costs during the mid-year budget review process.

Respectfully Submitted,


Benjamin Montgomery
Executive Director

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